



National  
Aeronautics and  
Space  
Administration

# Authorization - Change of Station

1a. AUTHORIZATION NO.

10CP06T-000

1b. SAP FUNDS COMMIT  
DOCUMENT NUMBER

TYPE OF MOVE:

☐ FIRST DUTY STATION ☐ FDS 5 USC 9811 ☒ PCS ☐ TCS ☐ SES LAST MOVE HOME

2. NAME OF EMPLOYEE

Traveler, John J.

3. SOCIAL SECURITY NO.

000-00-0000

4. MARITAL STATUS

Married

5. LOCATION OF OLD DUTY STATION/NASA CENTER

NASA/JSC, Houston, TX 77058

6a. LOCATION OF NEW DUTY STATION/NASA CENTER

NASA/NSSC, Bay St. Louis, MS 39529

6b. SUITE

XD01

7. ENTER ON DUTY DATE

02/05/2006

8. DATE SERVICE AGREEMENT SIGNED

01/24/2006

9. TRAVEL DATES

en route 02/02/2006

10. PER DIEM

☒ a. EMPLOYEE ☒ b. IMMEDIATE FAMILY

11. MISCELLANEOUS EXPENSES

☒ a. WITH FAMILY ☐ b. WITHOUT FAMILY

12. TRANSPORTATION

a. FAMILY WILL TRAVEL

☒ (1) WITH EMPLOYEE  
☐ (2) SEPARATELY (Complete 12b, if checked)

b. REASON FOR SEPARATE TRAVEL

SEPARATE TRAVEL MODE AUTHORIZED

☐ COMMERCIAL AIR  
☐ AUTO (add cost to 12c.)  
☐ OTHER (Specify) \_\_\_\_\_

c. TRAVEL MODE

☐ COMMERCIAL AIR  
☒ AUTO AT \$0. 17 PER MILE (Travel time limited to the average of 300 miles per day or the actual time, whichever is less)  
☐ OTHER (Specify) \_\_\_\_\_

13. HOUSE HUNTING TRIP

a. AUTHORIZED

☒ YES (Complete 14b,  
c, and d, if checked)  
☐ NO

b. AUTHORIZED FOR

☐ EMPLOYEE  
☐ SPOUSE  
☒ EMPLOYEE AND SPOUSE

c. NUMBER OF DAYS ALLOWED

☐ ACTUAL \_\_\_\_\_ DAYS (NTE 10)  
☒ FIXED 10 DAYS

d. CAR RENTAL IS AUTHORIZED

☐ YES  
☒ NO

14. MOVEMENT AND STORAGE OF HOUSEHOLD GOODS

a. TRANSPORTATION AUTHORIZED

☒ YES  
☐ NO

b. METHOD OF SHIPMENT

☐ COMMUTED RATE  
☒ COMMERCIAL BILL OF LADING

c. SHIPPING WEIGHT

18000 lbs.

d. TEMPORARY STORAGE

☒ AUTHORIZED  
NUMBER OF DAYS \_\_\_\_\_  
(NTE 180 DAYS)

e. NON-TEMPORARY STORAGE (Limited circumstances)

☐ AUTHORIZED  
NUMBER OF DAYS \_\_\_\_\_

f. PROFESSIONAL BOOKS, PAPERS,  
AND EQUIPMENT

☐ YES \_\_\_\_\_ lbs. ☒ NO

g. SHIPMENT OF POV AUTHORIZED  
(See attached POV cost comparison)

☐ YES ☒ NO

15. TEMPORARY QUARTERS

a. AUTHORIZED

☒ YES  
☐ NO

b. REIMBURSEMENT

☒ ACTUAL NTE 60 DAYS 60 (NTE 60)  
☐ FIXED NUMBER OF DAYS \_\_\_\_\_ (NTE 30, NO EXTENSION)

c. EXTENSION

☐ AUTHORIZED \_\_\_\_\_ DAYS EXTENSION  
(NTE 120 TOTAL INCLUDING ORIGINAL AUTHORIZATION)

16. REAL ESTATE EXPENSES ANTICIPATED

☐ a. NOT APPLICABLE ☒ b. SALE OF OLD RESIDENCE ☒ c. PURCHASE OF NEW RESIDENCE  
☐ d. UNEXPIRED LEASE ☒ e. RELOCATION SERVICES ☐ f. PROPERTY MANAGEMENT SERVICES

## 17. RELOCATION INCOME TAX ALLOWANCE

☐ a. EMPLOYEE INCOME ONLY☒ b. EMPLOYEE AND SPOUSE INCOME

CONDITION: THE TRAVEL AND RELOCATION ALLOWANCES AUTHORIZED ARE IN THE INTEREST AND TO THE ADVANTAGE OF THE GOVERNMENT, AND THE CHANGE OF STATION IS NOT MADE PRIMARILY FOR THE CONVENIENCE OR BENEFIT OF THE EMPLOYEE OR AT HIS OR HER REQUEST. NECESSARY EXPENSES MAY BE INCURRED IN ACCORDANCE WITH PROVISIONS OF APPLICABLE FINANCIAL LAWS AND NASA REGULATIONS.

18. TYPED NAME AND TITLE OF REQUESTER

19. SIGNATURE

20. DATE

21. TYPED NAME AND TITLE OF AUTHORIZING OFFICIAL  
Imin Charge, HR Director, NSSC

22. SIGNATURE

23. DATE

01/24/2006

24. REMARKS

a. ADDRESS:

102 Vine Drive  
Houston, TX 77070

b. CHILDREN

None

c. PHONE

(223) 741-7700

EOD: 02/05/2006

Org. Code: XD01

## REMARKS:

The employee has signed the required Service Agreement, NASA form 1337.

Per diem and mileage for employee will be allowed on the basis of one day of travel for each 300 miles distance as shown on the Rand McNally Standard Mileage Guide or the actual number of days consumed in travel, whichever is less.

ACCOUNTING CLASSIFICATION  
Detailed PCS Estimate Attached

TOTAL: \_\_\_\_\_

## 25. ATTACHED ITEMS TO CTO

☒ NASA FORM 1449☐ BINDING DECISION PROPERTY MANAGEMENT☒ BINDING DECISION FORM☒ WTA AGREEMENT☐ SF 1038 ADV. OF FUNDS APPLICATION☐ COST COMPARISON (Required for POV shipment)

CERTIFICATION OF FUND AVAILABILITY (Signature and date)